



Interoffice Memo

DATE: December 6, 2017

PHONE: (909) 383-2078

FROM: **EDUCATION PROGRAM MANAGERS,**
Preschool Services Department

TO: **ALL PSD STAFF**
Preschool Services Department

SUBJECT: CHILD SIGN IN AND OUT POLICY

The San Bernardino County Preschool Services Department (PSD) is in the process of reviewing and updating the Child Sign In and Out Policy. **PSD will require children's emergency contacts to present an identification only during pickup time.** This change will be made in accordance with guidance from Community Care Licensing (CCL). The applicable regulations are referenced below.

Title 22 Section 101229.1 - SIGN IN AND SIGN OUT

(a) In addition to the sign-in procedure requirement of Section 101226.1(b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the child care center that shall, at a minimum, include the following:

(1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.

Head Start Policy and Regulation: ACF-IM-HS-15-05

"Ensure parents understand their responsibilities during drop-off and pick-up of their child, and be alert to and communicate potential child wanderings as needed."

The formal PSD Policy and Procedure will be updated and will be disseminated once it has been approved. Please direct any questions to the Education Program Managers at (909)383-2078.